

# Wilton Sewer Commission – Regular Meeting July 10, 2014

## Minutes DRAFT

The Wilton Sewer Commission will held its regular meeting on Thursday, July 10<sup>th</sup> at 6:30 pm in the Town Hall Courtroom. Present were commissioners Tom Herlihy Chairman, Tom Schultz and Chris Carter (arrived at 6:35); Clerk Joanna K Eckstrom; member of public Charlie McGettigan (arrived at 6:50). Agenda in order listed.

\* **Call to Order** – Mr. Herlihy called the meeting to order at 6:30 PM

\* **Public input and comment** - None

\* **Minutes of June 12<sup>th</sup>** – on a motion by Mr Schultz, seconded by Mr Carter, the minutes were unanimously approved as written.

\* **Accounts Payable** – Pam Atwood had provided expenses paid report through end of June, including labor. Commission has paid 38.15% of budget. If there are no unforeseen expenses for remainder of year, department should come in under budget. Mr. Carter asked for payment detail; clerk to ask Pam for this before next meeting.

\* **GIS Mapping** – Mr Schultz said that water commission received grant and money is forthcoming.

Mr Carter suggested that water begin mapping asap as it could take a year to complete. Vinnie (rural water) expects a sewer mapping module will be ready in September.

Mr Schultz said the highway department might be able to do this (as part of their regular work for the sewer department). Person could go along at same time Mike Bergeron does water mapping but two separate programs are needed.

\* **Pump Station Labor** – Commissioners confirmed the labor rate they unanimously agreed to at last meeting –

*... the time and a half rate of pay shall be \$39 per hour (equivalent to a \$26 + \$13 rate) for (five hours a week) for (town) employees performing (routine) pump station labor / maintenance and to call-outs for pump station labor. This rate shall not be further multiplied. The rate is effective at the next pay period beginning June 15, 2014.*

At tonight's meeting, Commissioners unanimously agreed to add the following statement to the arrangement:

*Payment for pump station labor in excess of 5 hours per employee per week must be approved, in writing, by a majority (two) of the commissioners.*

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31 \* **System report; interdepartmental business** – there was a hiccup in getting a piece  
32 of equipment from the barn in a recent emergency but it eventually got there. Charlie  
33 McGettigan said that the storage area at the barn is for both sewer and water  
34 department's use so access shouldn't have been a problem.

35 Mr Schultz reminded commissioners that Public Works Supervisor asked for written  
36 requests (work order) for non-emergency projects. Notes from verbal communications  
37 should be made and E-mails should be kept so there is hard-copy documentation.

38 Sewer commission will continue discussion of their expectations of work highway  
39 department does for them as needed.

40 \* **Accounts Receivable** Jane Farrell had no abatements at this time. She provided a  
41 Trial balance report of sewer collections through June 30, 2014. She said report  
42 includes last quarter 2013 receipts and first quarter 2014 receipts and that unpaid sewer  
43 bills (from 2013) had been liened and sewer department was paid for those.

44 Jane asked that commissioners think about changing to a three time per year billing  
45 so that bills don't overlap. Ms. Eckstrom said the Town of Seabrook Water and Sewer  
46 bills are done quarterly but there's no overlap because meter readings are complete by  
47 the middle of the month and bills are generally issued by the 10<sup>th</sup> of the month after the  
48 readings are done. No decision was made on changing bill frequency but  
49 commissioners will take suggestion under advisement.

50 \* **Island Street Bridge update** Mr Carter said project is underway but slightly delayed;  
51 T Buck chose to remove decking entirely before replacing sewer line hangers. They  
52 have plugs that need to be on the outflow side of the manholes as project is underway.

53 Mr Carter spoke with a DES inspector about a concern at the arch bridge – there may  
54 be asbestos. Actual findings will affect any work at the **Wilton Falls – Police Station**  
55 **sewer line**. Discussion on this will continue as needed.

56 \* **Milford-Wilton Inter-municipal Wastewater Agreement** – per Mr Schultz, this is  
57 back in attorneys' hands.

### 58 \* **Other business**

59 Commissioners will schedule meeting with Dave Boucher to discuss billing – now that  
60 new meter is in place and working again, there shouldn't be 'estimated' bills.

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61 Incidentally, Milford alerted Wilton to a meter problem – a ‘card’ had failed so there was  
62 over-read. This has been corrected.

63 Update on e-mail addresses; town website; business cards – Pam Atwood will be  
64 given commissioners’ and clerk’s info this week.

65 Engineering proposal for new work on Maple Street received from Fieldstone.

66 Discussion ensued about areas most needing repair / upgrade. These will be in the  
67 2015 budget. Mr Carter is checking to see if any areas can be lined. Discussion on this  
68 to be continued as needed.

69 Mr Carter was contacted by Hutter’s project manager to review their plan for sewer  
70 line from the FRES building to the street. Wilton Sewer Commission will send letter to  
71 School Board stating it inspected the site and recommends the plan. An ‘as built’  
72 drawing will be given to the sewer department at project completion.

73 **Next Meetings: Work Session August 3 at 1PM Sewer Ordinance**

74 **Regular Meeting - Thursday, August 14<sup>th</sup>**

75 There being no other business, the meeting was adjourned at 8:30 PM.

76 Respectfully submitted,

77 Joanna K Eckstrom, Clerk